

TENTATIVE SUBDIVISION MAP SUBMITTAL REQUIREMENTS

Planning Division

Revised: March 10, 2009

What is a Tentative Subdivision Map?

The Subdivision Map Act (Government Code Section 66410 et seq.) is the primary regulatory control governing the division of property in California. A Tentative Subdivision Map results in the creation of five or more parcels and, in compliance with City Council Ordinance No. 733, requires the concurrent filing and processing of a Design Review application pursuant to Chapter 17.820 of the Brentwood Municipal Code. There are two exceptions to the concurrent processing requirement, either the map would create a maximum of 15 lots, or the lots are all at least 15,000 square feet in area.

Overview of City Process (Processing time is four to six months)

The City of Brentwood has adopted procedures (Section 16.050.030 of the Brentwood Municipal Code) for the review of Tentative Subdivision Maps. Once an application has been submitted, a comprehensive review of the submittal materials will be made to determine if the application is complete. A letter will be drafted and sent to the applicant within 30 days of the application date listing any items that are outstanding. Any comments developed by City staff or outside agencies during the review of the project will be forwarded to the applicant. Following receipt of the completeness letter, the applicant may request a meeting to discuss the project. Revised plans and any outstanding submittal materials should then be submitted to the City. Once the application is deemed complete the environmental document and conditions of approval will be prepared. Notice of the proposal and the hearing date must be posted on the property, advertised in the newspaper, and mailed to all entities owning property within 300 feet of the project site. A public hearing will be held before the Planning Commission and the applicant should attend. The Planning Commission's decision is not effective until 10 days after the hearing during which time it may be appealed to the City Council. The City requires that all parcels created through this process meet all standards in place at the time of approval. The overall processing time will depend on the number of related applications being processed concurrently, and the project-specific environmental review requirements.

Information Required for a Complete Application Submittal

- Universal Application and processing fee
- Completed Questionnaire for CEQA Compliance
- Property owner's signature
- Preliminary Title Report
- Tentative Subdivision Map and Preliminary Grading Plan
- Phase I Environmental Site Assessment
- Preliminary Soils Geotechnical Report
- Biological Survey
- Arborist Report for sites with existing trees
- Cultural Resources Study
- Affordable Housing Compliance Plan
- Stormwater Control Plan
- Public hearing sign posting – the panel should measure 4 feet tall by 8 feet wide
- A CD-RW disk containing all submittal materials
- Additional information as deemed necessary by the Community Development Department

Twenty-five (25) copies of the **Tentative Subdivision Map** and **Preliminary Grading Plan**, drawn to scale, must be prepared by a California registered civil engineer or land surveyor in conformance with Section 16.090 of the Brentwood Municipal Code. The plans must display a title containing the subdivision number assigned by the County Recorder as well as the project name. A table of summary information must also be included displaying the existing zoning, assessor's parcel numbers, the property owner, developer, and engineer. The exhibits should include a numbering scheme for all lots as well as lot dimensions and sizes (these can be shown on the map or on a separate sheet). The map should also display pad elevations. If the development includes more than 50 lots a phasing plan must also be provided. If the project site is encumbered by any existing easements, these should be depicted on the plans. Incorporate all street right-of-way dimensions and the names of all existing streets within or bordering the project area. The maps must show

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existing and proposed driveways within 100 feet of the project site, on both sides of the street, as well as the grade elevations of adjacent properties. Be sure to include contour lines representing the existing slope of the site. Include the proposed street grades indicating the high/low points and show all proposed embankments for cut and fill indicating the associated slopes (2:1, 3:1, 4:1, etc.). The plans must portray all existing and proposed drainage facilities, irrigation ditches and culverts and the direction of flow. All required public facilities, school and park sites, electric substations and fire stations must also be included. The footprints of all existing structures and a note specifying whether they will be maintained or removed must be included. For those being retained, include the setbacks to the nearest property lines. Show all existing trees on the map and number them to correspond with the arborist report. If any trees are designated for removal, show them as "X'd" out; for those trees being saved, provide a grading detail of the area around them. Finally, include a north arrow and scale bar on each page of the plan set.

Twenty-five (25) reduced copies (11" x 17") of the **Tentative Subdivision Map** and **Preliminary Grading Plan** for reproduction purposes.

One (1) copy of a **Phase I Environmental Site Assessment** addressing the existing land conditions as well as any planned physical improvements to the project site.

One (1) copy of a **Preliminary Soils Geotechnical Report** evaluating the consistency and quality of the soils within the project site and identifying any necessary remediation. This report must be prepared by a California registered soils engineer or engineering geologist.

One (1) copy of a **Biological Survey** identifying all threatened or endangered plant and animal species existing or likely to live within the project area. The report should propose mitigation measures for any species potentially affected by the project improvements and must be prepared by a California-qualified biologist.

Three (3) copies of an **Arborist Report** identifying all trees on the project site, specifying which trees would be retained and which would be removed, and proposing any remediation to existing trees or mitigation measures for removed trees. This report must be completed only if there are existing trees within the project site and must be prepared by a California certified arborist.

One (1) copy of a **Cultural Resources Study** identifying known or potential historic or prehistoric sites within the boundaries of the project site. This report should include the results of a historical records search.

Two (2) copies of an **Affordable Housing Compliance Plan** detailing how the project would meet the City's Affordable Housing Ordinance requirements. Details of the proposal should include numbers and design of housing units to be constructed on-site, location of units within the development, and the square footage of affordable units and lot sizes.

Four (4) copies of a **Stormwater Control Plan** detailing how the water runoff from newly-created impervious surface will be treated on-site. This is required only if more than 10,000 square feet of impervious surface is being created.

If you have any questions, please call the Community Development Department at (925) 516-5405.

NO APPLICATION WILL BE CONSIDERED COMPLETE, NOR BE PROCESSED, UNTIL ALL OF THE ABOVE INFORMATION IS SUBMITTED TO THE SATISFACTION OF THE COMMUNITY DEVELOPMENT DEPARTMENT.